

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800260014-9
UNITED STATES GOVERNMENT

Memorandum

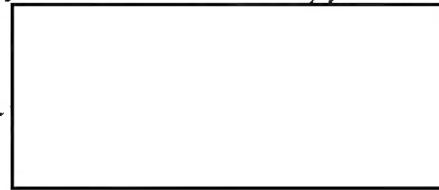
TO : Records Administration Officer

DATE: 20 March 1963

FROM : Area Records Officer, FDD/00

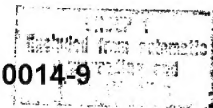
SUBJECT: Revision of Records Control Schedule

Enclosed is the requested revision of Records Control
Schedule No. 25.06-59, item 15.



25X1

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| Item No. | <u>Files Identification</u> | <u>Volume</u> | <u>Disposition Instructions</u> |
|----------|---|---------------|---|
| 15 | <p>INFORMATION REPORTS</p> <p>One copy of each information report and publication produced by the Division. These are maintained here for convenience of reference. Filed by report number or by title and category.</p> | | |
| 25X1 | <p>a. [redacted] reports. Copies are available from CIA Library.</p> <p>b. Summary, Translation, Consolidated Translation Survey, Reference Aid, Research Aid, X, JPRS, and other publications. Copies of most reports are available in Records Center.</p> | 327.0 | <p>a. Temporary. Destroy one year after publication. Official Agency record copy is on microfilm in OCR/Library. (Exceptions, all reports published prior to 1958)</p> <p>b. Temporary. Forward to Records Center for supplemental distribution one year after publication date. A permanent record copy is deposited in Records Center as published.</p> |